Section 1

SPECIALTY SKILLS TRAINING REQUIREMENTS

The purpose of this document is to outline training responsibilities for the offeror and Air Force agencies. The majority of the training required for personnel will be hands-on job site training as outlined by the master task list in section two of this document. Students will be trained to the 'go' level. All students for job site training will have prior working knowledge of the tasks contained in section two.

J43.1 Minimum Training Requirement

J43.1.1 Training Plan

The offeror shall submit a training plan as part. Each plan shall contain:

• A description of all course instructional blocks. *Each* task requirement (or combination thereof) listed in section 2 shall be uniquely developed *into two specific course offerings*. One course instructional block shall meet the needs of Upgrade/Certification Training (UGT); the other shall meet the needs of Qualification/Refresher Training (QT). (See paragraph J43.1.14 & J43.1.15 for details on both training criteria's)

Note: Each course instructional block shall be logically assembled using *all* tasks necessary to complete a specified training objective. Any qualifications (**prerequisites**) needed to attend a particular course as well as any required Personal Protective equipment (PPE) must be clearly identified by the offeror within the instructional block description. (See Exhibits A & B for a sample *Instructional Block Description* and *Course Instructional Block Listings*)

• Lesson Plans and Performance Objectives for all task requirements or logical grouping of tasks.

Note: Plans and objectives shall be reviewed and approved by the government user. (See Exhibit C) As a minimum, developed plans/objectives shall:

- Meet the training requirements identified in the applicable, Air Force Qualification Training Package (AFQTP).
- Use discernable trade language.
- Identify specific learning objectives.
- Identify required tools and equipment (to include student personal protective equipment requirements) needed to perform the task.

- Contain appropriate performance evaluation checklists to measure task performance. (See paragraph J43.1.6.1)
- A **proposed one-year schedule** of course offerings necessary to meet government user training requirements. The proposed schedule shall clearly identify each course's target audience (UGT or QT) as well as all proposed prerequisites. (See Exhibit D for a sample *Course Block Schedule*)
- A **list of certified instructors** capable of administering the intended training. (See paragraph J43.1.5)
- A list (to include addresses and phone numbers) of all fixed training locations and facilities. If On-The-Job-Training (OJT) is necessary to conduct various courses, the offeror shall identify the titles of those courses in the training plan. A list of OJT sites will not be necessary for inclusion in the submitted training plan but may be required by the government user at a later date for emergency contact purposes.
 Exception: the offeror shall list those fixed OJT locations such as water and/or wastewater treatment plants in the submitted training plan.

J43.1.2 Training Criteria/Standards

The offeror shall follow industry accepted instructional methods to train and educate students. As a minimum, offeror trainers shall:

- **Plan, conduct, and document training** by preparing and using Lesson Plans and Performance Objectives; giving trainees theory, background information, and hands-on education to enhance training performance.
- Train students to the "go" level. "Go" equates to trainees performing the task without assistance and meeting government user approved standards for accuracy, timeliness, and correct use of procedures.
- Comply with Air Force Social Actions and Human Relation standards. In general, the offeror shall provide a training environment that is free from unlawful discrimination, sexual harrassment, drugs, and alohocol abuse. It shall provide equal opportunity and treatment for all government trainees irrespective of color, national origin, race, ethnic group, religion, or gender.
- Comply with all Occupational Safety and Health (OSHA) requirements. In such cases where Air Force directives *exceed* specified OSHA requirements (IAW AFI 91-301, AF Occupation & Environmental Safety Fire Protection, & Health Program), it shall be the **government user's responsibility** to specify those directives in the RFP. The government user shall utilize applicable OSHA and supplimental AFOSH requirements as a baseline for conducting periodic training-site inspections. (See paragraph J43.1.13)

J43.1.3 Training Implementation Timeline

Although ultimately affected by final contract approval timelines, every effort shall be made to begin course offerings no later than (NLT) 60 days following the completion of the transition period.

As alluded to throughout this document, AF training is a well-organized program that weighs key goals and objectives against specified timelines. In all but a few cases, completion of training results in the attainment (or maintenance) of a specific skill level. Individual possession of this skill level is mandatory to compete for, acquire, and hold a specific rank (pay grade) within the Air Force. Should training opportunities be postponed (past 60 days), skill level advancement would be jeopardized and individual promotion opportunities and retention impacted.

J43.1.4 Training Roles and Responsibilities (General)

J43.1.4.1 Offeror

- Administers training as requested by the government user.
- Provides all necessary resources (site locations, expendable materials, required equipment, etc) in which to conduct training. [See J43 1.12 for Personnel Protective Equipment (PPE) exclusion]
- Develops course schedules; provides required instructional blocks for both Certification/Upgrade Training and Qualification/Refresher Training.
- Develops course prerequisite requirements; instructs those not meeting prerequisite/skill requirements to return to their assigned units.
- Provides hands on job site training for all assigned government utilities personnel not to exceed the quantity to be trained on the master task list. (See section 2, Master Task List) All hands on job site training will be conducted at the Little Rock AFB properties. Government employees will be trained to the 'go' level. The offeror utilities superintendent/foreman will provide weekly work schedules to the Little Rock AFB utilities superintendent/foremen with an info copy to the Unit Education and Training Manager (UETM). (See paragraph J4.3.1.9.1 for deviations to assigned schedule)
- Appoints primary and alternate points of contact (POC) to oversee program goals and objectives. Submits information on POCs (name, phone number, and methods of contact) to the government user's Unit Education and Training Manager (UETM).
- Works directly with the UETM to ensure course schedules are clearly identified, student requirements are effectively programmed, and prerequisites are met.
- Coordinates with the UETM when trainees are ready for task certification. (See paragraph J43.1.8.2)

(CONTRACT NUMBER)

Provides the UETM with feedback on student performance by completing <u>Air Force Form 803</u>, <u>Report of Task Evaluation</u> and submiting it to the UETM within 10 working days of course completion. Submits forms via mail or any other government user approved channel.

J43.1.4.2 Supervisor (Government User)

- Conducts initial trainee assessments to identify individual training needs. (Certification/Upgrade Training *or* Qualification/Refresher)
- Works through UETMs to schedule assigned trainees for contract administered training.
- Ensures applicable trainee prerequisites are met prior to course attendance.
- Documents **training start dates** (as applicable per requirements identified in <u>AFI 36-2201</u>, Vol 3 Air Force Training Program; On The Job Training Administration) in appropriate blocks of the STS.
- Ensures trainee task certifications are accomplished in a timely manner. Supervisors shall be notified by the UETM as to the times and dates of required task certifications.
- Documents appropriate training milestones (training starts, problems, training feedback, etc) on the <u>Air Form 623a</u>, *On-The-Job Training Record Continuation Sheet*.
- Upon receipt of AF Form 803 from the UETM, documents Blocks 3B & 3D, *Training Complete/Training Initials*. Files AF 803 in the appropriate training records.

J43.1.4.3 Certifier (Government User)

- Meets all mandatory certifier requirements specified in AFI 36-2201; Vol 3.
- Provides student task certifications as scheduled through the UETM.
- Uses approved performance checklists to conduct on-site task certifications as requested by the UETM or offeror; documents individual results IAW AFI 36-2201; Vol 3 in the appropriate blocks of the STS. (See paragraph J43.1.8.2)

J43.1.4.4 Unit Education and Training Manager (Government User)

- Ensures contract trainer qualification requirements are IAW paragraph J43.1.5; maintains a current list of authorized contract trainers.
- Works with appropriate supervisors to ensure contract course specifications and schedules meet existing training requirements; schedules periodic reviews.

- Acts as central point of contact for all scheduled training; advises offeror and/or supervisors of any deviations (cancellations, rescheduling, etc.) to course schedules.
- Works with the offeror to schedule student task certifications; coordinates/advises government user certifying officials of scheduled certification requirements. (See paragraph J43.1.8.2)
- Provides the offeror with a current list (name, duty phone, and military address) of approved government user certifying officials.

J43.1.5 Traîner Qualification Requirements

The offeror shall:

- Submit a list of instructors and their credentials to the government user for review and approval. The information shall include, as a minimum, years of work experience, instructional background, and credentials attained.
- Advise the government user of any changes to the instructor list (i.e. instructor additions/deletions). Does so within 10 working days; submits information via mail or any other government user approved channel.

J43.1.6 Training Reference Material

J43.1.6.1 Use

<u>Air Force Qualification Training Package (AFQTP) performance checklists</u> shall be used as a minimum to identify standardized training procedures. In the absence of an AFQTP, the contractor shall use best engineering and management practices to develop an appropriate lesson plan/performance objective. All lesson plans/performance objectives must be reviewed and approved by the government user.

J43.1.6.2 Acquirement

The attached Master Task List (section 2), while viewed in its electronic format, contains numerous hyperlinks to appropriate AFQTPs and/or associated government user reference material. Offerors that do not have, or have limited Internet capability, may request training reference material acquisition support from the government user in the form of:

- Access to specified ". gov" Uniform Resource Locators (URL) addresses.
- Hard copies of reference material.
- A specified combination of both limited URL access *and* hard copy reference material.

AFQTPs and other reference material may be located at: http://www.afcesa.af.mil/Directorate/CEO/Training/Enlisted/enlisted.htm.

J43.1.7 Training Assessments

- The trainee's supervisor shall conduct assessments to determine the qualifications of their assigned personnel. The supervisor will use the results of these assessments to identify training requirements and schedule students, via the UETM, for the appropriate blocks of instruction.
- Assessments may also be conducted by the offeror prior to the start of each instructional block. Such assessments, if conducted, shall be used to determine whether training prerequisites were met and the student possesses enough experience to safely complete the block of instruction. Students assessed by the offeror as not meeting prerequisite requirements may be refused training. In such cases, the offeror shall:
 - Instruct students to return to their unit of assignment.
 - Notify the UETM of training denial within one working day. The offeror shall also complete and submit an <u>Air Form 803</u>, *Report of Task Evaluation* to the UETM. In cases of training denials the offeror shall provide the student's name, course denied, and reason for denial. This form shall be submitted to the government user (UETM) within 10 working days of training denial. Submits information via mail or any other government user approved channel.

J43.1.8 Training Evaluations

Evaluations are used during and after training to determine if training was successful. They also let trainees know how well they are progressing. Structured training frequently uses a combination of **performance/written evaluations and task certifications** to measure whether trainees have met their training objectives.

J43.1.8.1 Performance/Written Evaluations

The Offeror shall use performance evaluations to measure the effectiveness of course material. A performance evaluation is a formal "observed" appraisal of a student's hands-on performance as it applies to meeting a predetermined standard. The offeror may develop and administer written evaluations to measure appropriate levels of task knowledge. Such evaluations will likely be used during classroom settings to ensure task knowledge objectives have been attained.

J43.1.8.2 Task Certifications

An Air Force task certification is a *formal endorsement* (observed and documented in a student's training record) of an individual's ability to perform a task to a required standard. Although the offeror shall be required to conduct performance evaluations to measure student performance (see paragraph J43.1.8.1), the overall responsibility for conducting any/all task certifications shall remain with the government user (see paragraph J43.1.4.3). Unless otherwise stipulated by the government user, all task certifications shall be conducted on the training site. The offeror shall contact the UETM to advise of student task certification times and locations. The UETM shall be responsible for ensuring government user certifiers are present to accomplish the required certification(s) as arranged by the offeror.

J43.1.9 Training Adjustments

J43.1.9.1 Course Schedule Changes/ Individual Cancellations

Unforeseen changes in business company demands, daily workload requirements, and inclement weather often result in course changes and cancellations. In cases where the company's demands and/or *non-emergency workload* adjustments require the offeror to request course schedule changes, the offeror shall notify the UETM **NLT 10 working days prior the course's original start date.** In cases of an emergency workload increase, the offeror shall notify the UETM as soon as possible but preferably **NLT 48 hours prior to course start time.** Inclement weather is considered unavoidable and courses may be cancelled/rescheduled by the offeror as deemed appropriate.

The government user has an obligation to inform the offeror of any student cancellations. Student cancellations of a non-emergency nature (i.e. scheduled leaves. noted TDYs, etc.) shall be done no later than five working days prior to the course start date/time. Government user student cancellations of an emergency nature (unscheduled military requirement, sickness, etc) shall be done as soon as possible. In both circumstance, the UETM shall be the point of contact for all calls to the offeror.

J43.1.9.2 Course Curriculum Changes

In cases where course curriculum adjustments are required, the contracting officer shall submit to the offeror a comprehensive list of those changes. The offeror, after reviewing the list, shall present to the contracting officer a proposal for providing the requested changes. Following coordination and approval of the modification, the offeror shall implement changes to the affected course curriculum in time for the next course offering.

J43.1.10 Training Categories

As stated throughout this attachment, it is imperative that all government user training be planned, developed, implemented, and managed using a structured approach. Although many training avenues exist to deliver such training, the two most commonly employed mediums are Formal Training and On-the-Job Training (OJT). In an effort to maintain continuity with existing Air Force training methods, the offeror may develop and use a combination of formal training and OJT.

J43.1.10.1 Formal Training

Formal training is absolutely critical to Air Force readiness and can be described as a process of teaching students specific skills under defined conditions in pursuit of a task certification. More specifically, formal training is defined simply as training conducted in either a classroom and/or on a dedicated training site. The offeror shall make every attempt to provide formal training when and wherever possible.

J43.1.10.2 On-The-Job (OJT)

OJT can best be described as jobsite conducted, hands-on, over the shoulder training designed to certify trainees on specific tasks. Although not quite as regimented as formal training, OJT still remains a structured event and must be administered by means of a logical and systematic process. Offerors who chose to use OJT as a training medium **shall use a structured approach** (i.e. lesson plans/performance objectives) as a way to deliver necessary task knowledge. The offeror shall deliver this task knowledge to the student prior to any scheduled OJT session. Unless otherwise stipulated by the government user, all task certifications shall be conducted on the OJT training site upon completion of each OJT session. (See paragraph J43.1.8.2 for additional details)

J43.1.11 Transportation Requirements

The Offeror shall be responsible for student transportation requirements while on the training site. The government user shall be responsible for providing student transportation to and from contract training sites. The government user shall refer to the Joint Federal Travel Regulation (JFTR) for guidance in cases where travel exceeds acceptable driving distances.

J43.1.12 Training Resources

The government user shall provide all Personal Protective Equipment necessary to meet training objectives. Accordingly, It will be the student's responsibility to bring all PPE identified in the *Instructional Block Description* (see paragraph J43.1.1 and Exhibit A) to the scheduled training. It is the government user's responsibility to ensure all PPE conforms to OSHA standards. The offeror shall be responsible for all other resources needed to conduct scheduled training.

J43.1.13 Air Force Occupation Safety & Health (AFOSH) Evaluations & Inspections

Offerors are responsible for compliance with OSHA and any supplemental AFOSH standards specified by the government user. The Air Force's interest is to protect its personnel training under the Utility Privatization Offeror. Accordingly, the Air Force must ensure a safe and healthy training environment for its personnel.

- To ensure appropriate training environments are maintained, government safety, fire protection, and bioenvironmental engineers may enter an offeror's training site to assess the training conditions of its Air Force personnel. Such visits shall be coordinated through the administrative contracting officer.
- Air Force safety, fire protection, and bioenvironmental engineers do not have the authority to direct contract training activities unless a condition exists that presents imminent danger to Air Force personnel. Inspection results will be forwarded to the contracting officer and offeror for review and action as needed.

J43.1.14 Upgrade/Certification Training (UGT)

Upgrade/Certification training is "extensive" *mandatory* skill training that leads a student to a higher level of proficiency and ensures that they can perform their wartime tasking during

wartime/contingency operations. Students in this category acquire an Air Force 5- or 7- skill level (Journeyman or Craftsman title) after completing training requirements specified in the Career Field Education and Training Plan (CFETP). Per Air Force directive, individuals in this category *must* complete all upgrade training requirements within a specified period of time (typically 12 – 15 months).

J43.1.15 Qualification/Refresher Training (QT)

Qualification/Refresher training is not as extensive as UGT training but is absolutely critical to the maintenance and retention of a student's task knowledge and proficiency; essential requirements for the performance of their job during wartime/contingency operations. Degradation of these skills can seriously effect wartime/contingency operations, may result in the loss of a student's Air Force skill level (Craftsman/Journeyman title), and can have a negative impact on an Air Force's Unit Type Code (UTC) rating. The majority of students in this category already possess skills that can be applied to the courses being taken.

J43.1.16 Guest Instructors

There may be occasions when, through prior coordination and approval, the offeror allows a representative of the government user to act as a "guest instructor". In such cases, the guest instructor must first present any verifying work and instruction experience credentials on the selected topic for the offeror to review. Due to its potential impact on contract deliverables, all guest instructor requests shall first be coordinated with the government user's contracting officer.

J43.1.17 Classroom Protocols / Student Discipline

The ultimate responsibility for classroom discipline lies with the course instructor. Students shall adhere to any instruction (given by the instructor or designated representative orally or in writing) that is not illegal, immoral, or unsafe. Rules and consequences shall be clearly stated by the offeror within the *Instructional Block Description* (see Exhibit A) and reinforced during the opening of each class. To assist with classroom protocols and student discipline, **the ranking military member shall be responsible** for the class and be prepared to assist the instructor as necessary. In cases where issues of military protocol apply, the ranking military member may act on the inappropriate conduct of the student(s). Any grievances relating to classroom protocols/student discipline shall first be handled through the course instructor. Unresolved issues shall be addressed through the government user UETM.

J43.1.18 Glossary of References, Abbreviations, and Acronyms

J43.1.18.1 References

- AFI 36-2201, Vol 3 Air Force Training Program, On The Job Training Administration
- AF Form 803, Report of Task Evaluation
- AF Form 623a, On-The-Job Training Record Continuation Sheet
- AFI 91-301, AF Occupation & Environmental Safety Fire Protection, & Health Program

J43.1.18.2 Abbreviations and Acronyms

AFI – Air Force Instruction

AFQTP – Air Force Qualification and Training Package

AF(J)R – Air Force (Joint) Regulation

AFJMAN – Air Force Joint Manual

AFOSH – Air Force Occupational Safety and Health Standard

AWWA – American Water Works Association

CFETP – Career Field Education and Training Plan

IAW – In Accordance With

L&C HB – Lineman's and Cableman's Handbook

Mfg Manual/Instr – Manufacturer's Manuals and Instructions

PPE – Personal Protective Equipment

OT – Qualification / Refresher Training

STS – Specialized Training Standard

TDY – Temporary Duty

UETM – Unit Education and Training Manager

UGT – Upgrade / Certification Training

UTC – Unit Type Code

UP – Utility Privatization

UPC – Uniform Plumbing Code

URL – (Internet listings)

J43.1.19 Terms

Career Field Education and Training Plan (CFETP) — A comprehensive core training document that identifies:

- Life-cycle education and training requirements.
- Training support resources.
- Minimum core task requirements for a specialty

The CFETP aims to give personnel a clear career path and instills a sense of industry in career field training.

Certification— A formal endorsement (observed and documented in a student's training record) of an individual's ability to perform a task to a required standard.

Certifying Official— A person whom the commander assigns to determine an individual's ability to perform a task to required standards.

Go/No Go—The stage at which an individual has gained enough skill, knowledge, and experience to perform the tasks without supervision. Meeting the task standard.

On-the-Job Training (OJT)—Hands-on, "over-the-shoulder" training that a duty location uses to certify personnel in both upgrade (skill-level award) and job qualification (position certification) training.

Qualification/Refresher Training (QT)—Hands-on performance training designed to qualify a student on a specific task. This training typically occurs *after* upgrade training and is focused primarily on maintaining up-to-date qualifications and skills.

Specialty Training Standard (STS)—An Air Force publication that describes skills and knowledge that an airman in a particular career needs on the job. It further serves as an official "contract" between the Air Force education and training process and the actual student to illustrate the overall training requirements for an Air Force career field that formal Air Force schools are required to teach.

Trainer— A trained and certified person who teaches personnel to perform specific tasks through OJT methods.

Upgrade/Certification Training (UGT)— Training that leads a student to the award of a higher skill level. Tasks completed during UGT typically culminate with a formal certification (visual / documented) of the accomplished task.

Section 2

MASTER TASK LIST

OFFEROR NOTES:

- 1. This template identifies all potential tasks affected by Utility Privatization (UP). It shall be the responsibility of the government user to modify this template as needed to reflect only those requirements affected locally by utility privatization. This document corresponds to the CFETP. **Please note:** The format of this template is merely a suggestion made by the Air Force Civil Engineer Career Field Manager and may be altered by the government user to suit the individual training needs of the unit.
- 2. It is not the government user's intent that an individual course be developed for *each* listed task. Conversely, it is strongly suggested that the offeror logically group *similar-type tasks* into a series of course instructional blocks. A typical course instructional block example can be found in Exhibit A.
- 3. A variety of references may be used to develop course instructional block curriculum (to include identified Air Force standards and reference material). Regardless of the choice, *any* curriculum developed shall **reflect only those approved standards/techniques used throughout the industry**. Questions relating to the description of a particular task requirement (to include queries on proposed training standards, methods, and instructional block composition) shall be forwarded to the contracting officer for consultation and clarification.

ELECTRICAL SYSTEMS

TASK # - AF OCCUPATIONAL SAFTEY AND HEALTH (AFOSH) PROGRAM

Task#	Task Title/Performance Objective	AF Standards/ References	Qty to Train	Student Required Frequency	QT Training Hours	UGT Training Hours
11.2.2.1	Task Title: Safety Standards for AFSs, Confined space,	AFOSH 91-25;		Annual		
&	safe entry procedures, test and ventilate for safe entry	Confined Spaces				
11.2.2.2	Performance Objective: Students will open the access point to an enclosed space, test, and then ventilate the air within that space, re-test the air following ventilation, and then enter the space.					
	1					

¹¹ * Denotes 5 level UGT core tasks

J43-12

^{**}Denotes 7 level UGT core tasks

11.3.1	Task Title: Safety Standards for AFSs, Perform rescue, Pole top Performance Objective: Given an overhead line rescue situation, understand and implement procedures associated with pole top rescue operations.	Lineman's & Cableman's Handbook (L&C HB)	Annual	
11.4.1.1 & 11.4.1.2	Task Title: Maintenance of distribution system Performance Objective: Maintenance of distribution system over and under 600 volts.		Annual	
11.4.2.1 & 11.4.2.2	Task Title: Work on energized circuits Performance Objective: Work on energized circuits over and under 600 volts.			
11.3.2	Task Title: Safety Standards for AFSs, Perform rescue, manhole Performance Objective: Given a manhole rescue situation, understand and implement procedures associated with man hole rescue operations.	AFOSH 91-25; Confined Spaces	Annual	
11.5.1 & 11.5.2 *	Task Title: Hotline tools and Rubber protective equipment Performance Objective: Conduct safety inspections of hotline tools and rubber protective equipment before use.		Annual	

	TASK 16 – SUBSTATION EQUIPMENT						
Task #	Task Title/Performance Objective	AF Standards/ References	Qty to Train	Student Required Frequency	QT Training Hours	UGT Training Hours	
16.2.1	Task Title: Substation equipment, Install, Potential transformers Performance Objective: Using hand tools, safety equipment, and blocking and tagging procedures safely install potential transformers.	AFJMAN 32-1082; Facilities Engineering, Electrical Exterior Facilities Mfg Manuals/Instr.		Annual			
16.2.2	Task Title: Substation equipment, Install, Current transformers Performance Objective: Using hand tools, safety equipment, and blocking and tagging procedures safely install current transformers.	AFJMAN 32-1082; Facilities Engineering, Electrical Exterior Facilities Mfg Manuals/Instr.		Annual			
16.4	Task Title: Substation equipment, Troubleshoot substation equipment Performance Objective: Using hand tools, safety equipment, and blocking and tagging procedures troubleshoot substation equipment to restore correct operations.	AFJMAN 32-1082; Facilities Engineering, Electrical Exterior Facilities Mfg Manuals/Instr.		Annual			

	TASK #17 – OVERHEAD DISTRIBUTION SYSTEMS						
Task#	Task Title/Performance Objective	AF Standards/ References	Qty to Train	Student Required Frequency	QT Training Hours	UGT Training Hours	
17.1.1	Task Title: Overhead distribution systems, Climb poles, using gaffs Performance Objective: Use approved methods to safely ascend and descend a wooden utility pole. Accomplish this task using required climbing equipment without falling.	Module #17; Overhead Distribution Systems		Annual			
17.1.2	Task Title: Overhead distribution systems, Climb poles, working on pole components Performance Objective: Using approved methods, safely belt-in and un-belt using a safety strap to circle, hitchhike up & down, and obtain a correct work position on a wooden utility pole. Accomplish this task using required climbing equipment without falling.	Module #17; Overhead Distribution Systems		Annual			
17.1.3	Task Title: Overhead distribution systems, Climb poles, traversing obstacles Performance Objective: Using approved methods, safely traverse a single crossarm, double crossarm or clevis to obtain a work position on a wooden utility pole. Accomplish this task using required climbing equipment without falling.	Module #17; Overhead Distribution Systems		Annual			
17.2.1	Task Title: Overhead distribution systems, Handle poles, Load/Unload poles Performance Objective: Using approved industry standards, safely handle, load, and unload poles. Accomplish this task without damaging the pole.	L&C HB		Annual			

17.2.2	Task Title: Overhead distribution systems, Handle	L&C HB	Annual	
	poles, Transport poles			
	Performance Objective: Using approved industry			
	standards safely transport pole to and from work sites.			
	Accomplish this task without damaging the pole.			
17.2.3	Task Title: Overhead distribution systems, Handle	L&C HB	Annual	
	poles, Frame poles			
	Performance Objective: Using approved industry			
	standards safely frame a three-phase wood pole on the			
	ground.			
17.2.4	Task Title: Overhead distribution systems, Handle	Module #17;	Annual	
*	poles, Set utility poles	<u>Overhead</u>		
	Performance Objective: Using all necessary	<u>Distribution Systems</u>		
	equipment, safely install a 40 ft wooden pole.			
17.3.1	Task Title: Overhead distribution systems, Install,	L&C HB	Annual	
	Guys			
	Performance Objective: Using a variation of gauged			
	wires, properly install guys such as Sidewalk,			
	Overhead, Span, Down, and Stub guys.			
17.3.2	Task Title: Overhead distribution systems, Install,	<u>Module #17;</u>	Annual	
*	Overhead line conductors	Overhead		
	Performance Objective: Given various scenarios, use	<u>Distribution Systems</u>		
	necessary equipment to safely install, sag, secure, and			
	energize overhead line conductors.			
17.3.3	Task Title: Overhead distribution systems, Install,	L&C HB	Annual	
	Anchors			
	Performance Objective: Given various scenarios,			
	properly calculate anchor installation points/depths			
	and install anchors.			

17.3.4.1	Task Title: Overhead distribution systems, Install, Pole equipment, Conductor support devices Performance Objective: Given various scenarios, use necessary equipment to safely install conductor support devises such as Wooden crossarms, epoxy arms, pin insulators, suspension insulators, and spool	Module #17; Overhead Distribution Systems	Annual	
17.3.4.2	insulators. Task Title: Overhead distribution systems, Install, Pole equipment, Transformers Performance Objective: Given various scenarios, use necessary equipment to safely and properly install transformers using three approaches; installation manually (using a tagline, block & tackle, and transformer gin) directly to utility pole, installation manually using cluster brackets, and installation mechanically (no block & tackle or transformer gin) using a derrick truck winch.	Module #17; Overhead Distribution Systems	Annual	
17.3.4.3	Task Title: Overhead distribution systems, Install, Pole equipment, Protective devices Performance Objective: Given various scenarios, use necessary equipment to safely and properly install over voltage/current protective devises such as lightning arresters and fuse cutouts.	Module #17; Overhead Distribution Systems	Annual	
17.3.7	Task Title: Overhead distribution systems, Install, Grounding set Performance Objective: Using all necessary equipment, properly determine grounding set requirements and install on overhead lines.	Module #17; Overhead Distribution Systems	Annual	

17.3.8.1	Task Title: Overhead distribution systems, Install,	Module #17;	Annual	
*	Service, Drops	<u>Overhead</u>		
	Performance Objective: Using all necessary	<u>Distribution Systems</u>		
	equipment, accurately determine service drop wire			
	dimension and distance. Use acquired information to			
	safely install drop from the service entrance to the			
15.0.0.0	transformer.	I O C IID		
17.3.8.2	Task Title: Overhead distribution systems, Install,	L&C HB	Annual	
	Service, Laterals			
	Performance Objective: Using all necessary			
17.4	equipment, safely install service lateral. Task Title: Overhead distribution systems, Inspect	Module #17;	Annual	
1 / .4	poles and installed equipment	Overhead	Alliluai	
	Performance Objective: Given equipment, safely	Distribution Systems		
	perform an inspection of an overhead distribution	<u>Distribution Systems</u>		
	system pole and installed equipment.			
17.6	Task Title: Overhead distribution systems, Perform	AFJMAN 32-1082;	Annual	
	recurring maintenance on overhead distribution	Facilities		
	equipment	Engineering,		
	Performance Objective: Using handtools, test	Electrical Exterior		
	equipment, and blocking and tagging procedures	<u>Facilities</u>		
	perform recurring maintenance on overhead			
	distribution equipment.			
17.7	Task Title: Overhead distribution systems, Isolate	<u>AFJMAN 32-1082;</u>	Annual	
	system faults	<u>Facilities</u>		
	Performance Objective: using test equipment, safety	Engineering,		
	equipment, and blocking and tagging procedures	Electrical Exterior		
	isolate system faults for repair or replacement.	<u>Facilities</u>		

17.8	Task Title: Overhead distribution systems, Splice de-	AFJMAN 32-1082;	Annual	
	energized overhead conductor	<u>Facilities</u>		
	Performance Objective: Given various scenarios,	Engineering,		
	use necessary equipment to safely and properly install	Electrical Exterior		
	a compression sleeve splice and an automatic tension	<u>Facilities</u>		
	splice on de-energized overhead conductors.	L&C HB		
17.9	Task Title: Overhead distribution systems, Splice	AFJMAN 32-1082;	Annual	
	energized overhead conductor	<u>Facilities</u>		
	Performance Objective: Given various scenarios use	Engineering,		
	necessary safety and hot line equipment to safely and	Electrical Exterior		
	properly splice energized overhead conductors.	<u>Facilities</u>		
		L&C HB		
17.10	Task Title: Overhead distribution systems, Replace	AFJMAN 32-1082;	Annual	
	conductor supports on energized conductors	Facilities		
	Performance Objective: Use necessary safety and	Engineering,		
	hot line equipment to properly replace a crossarm	Electrical Exterior		
	supporting energized conductors.	Facilities		
		L&C HB		
17.11	Task Title: Overhead distribution systems, Replace	AFJMAN 32-1082;	Annual	
	conductor support on de-energized conductors	<u>Facilities</u>		
	Performance Objective: Use necessary safety and	Engineering,		
	hot line equipment to properly replace a crossarm	Electrical Exterior		
	supporting de-energized conductors.	<u>Facilities</u>		
		L&C HB		
17.12	Task Title: Overhead distribution systems, Transfer	AFJMAN 32-1082;	Annual	
	de-energized conductors from old pole to new pole	<u>Facilities</u>		
	Performance Objective: After reaching a working	Engineering,		
	position on the pole, use necessary safety and hotline	Electrical Exterior		
	equipment to properly transfer de-energized	<u>Facilities</u>		
	conductors from an old pole to an adjacent new pole.	L&C HB		

17.13	Task Title: Overhead distribution systems, Transfer energized conductors from old pole to new pole Performance Objective: After reaching a working position on the pole, use necessary safety and hotline equipment to properly transfer energized conductors from an old pole to an adjacent new pole. Task Title: Overhead distribution systems, Perform	AFJMAN 32-1082; Facilities Engineering, Electrical Exterior Facilities L&C HB Module #17;		Annual Annual		
*	transformer connections Performance Objective: Given various scenarios, select the proper method to make internal and external connections to a de-energized pole mounted transformer.	Overhead Distribution Systems				
	TASK #18 – UNDERGROUN	ND DISTRIBUTION	N SYST	TEMS		
7D 1 //		AF Standards/	Qty	Student	QT	UGT
Task #	Task Title/Performance Objective	References	to Train	Required Frequency	Training Hours	Training Hours
18.1.1 *	Task Title: Underground distribution systems, Install, Direct burial cable Performance Objective: Using necessary equipment,	References Module #18; Underground Distribution Systems		-	0	
18.1.1	Task Title: Underground distribution systems, Install, Direct burial cable	Module #18; Underground		Frequency	0	

18.1.4.1	Task Title: Underground distribution systems, Install,	Module #18;	Annual	
*	Transformers, On pads	<u>Underground</u>		
	Performance Objective: Using necessary equipment,	Distribution Systems		
	properly position, place, anchor (if required), connect			
	and energize a transformer on a concrete or equivalent			
	type pad.			
18.1.4.2	Task Title: Underground distribution systems, Install,	L&C HB	Annual	
	Transformers, In Vaults			
	Performance Objective: Using lifting equipment			
	such as forklift or line truck and working in a two or			
	three man team, install a transformer in a vault.			
18.1.5	Task Title: Underground distribution systems, Install,	Module #18;	Annual	
*	Transformers, Grounding set	Underground		
	Performance Objective: Using necessary equipment,	<u>Distribution Systems</u>		
	properly install a grounding set on a pad mounted			
	transformer.			
18.2.1	Task Title: Underground distribution systems, Splice	Module #18;	Annual	
*	high voltage underground cable, Using tape	Underground		
	Performance Objective: Using necessary equipment,	<u>Distribution Systems</u>		
	properly apply the correct layers of rubber, plastic,			
	semi conductive, and conductive tape to perform a			
	tape splice on a single conductor, jacketed primary			
10.2.2	cable.	LACID	A 1	
18.2.2	Task Title: Underground distribution systems, Splice	L&C HB	Annual	
	high voltage underground cable, Using pre-form kits			
	Performance Objective: Using necessary equipment,			
	properly apply a Slip-On Splice and a Heat Shrink			
	Spice to a single conductor, jacketed primary cable.			

18.3	Task Title: Underground distribution systems, Terminate high voltage underground cable Performance Objective: Using necessary equipment, fabricate a cold shrink type termination and a tape termination to a single conductor, jacketed primary cable.	Module #18; Underground Distribution Systems	Annual	
18.4.1	Task Title: Underground distribution systems, Inspect, Termination Performance Objective: Using necessary equipment, properly check terminations for serviceability and maintenance.	AFJMAN 32-1082; Facilities Engineering, Electrical Exterior Facilities L&C HB	Annual	
18.4.2	Task Title: Underground distribution systems, Inspect, Underground splices Performance Objective: Using necessary equipment, properly check underground splices for serviceability and maintenance.	AFJMAN 32-1082; Facilities Engineering, Electrical Exterior Facilities L&C HB	Annual	
18.5	Task Title: Underground distribution systems, Perform High Potential DC Test on Underground Cable Performance Objective: Using a high potential test set (hy-pot) and a high voltage fault locator (thumper), perform a high potential DC Test on an underground cable.	Module #18; Underground Distribution Systems	Annual	
18.6	Task Title: Underground distribution systems, Troubleshoot underground cables for faults Performance Objective: Using necessary equipment, troubleshoot duct housed and direct burial cable for opens, shorts and grounds; conduct locates using a megohmmeter in conjunction with a cable tracer/fault locator.	Module #18; Underground Distribution Systems	Annual	

18.7	Task Title: Underground distribution systems, Trace	Module #18;	Annual	
*	underground cables with a cable test set	<u>Underground</u>		
	Performance Objective: Using industry accepted	Distribution Systems		
	trace equipment, trace the location and direction of			
	direct burial cable.			
18.8	Task Title: Underground distribution systems, Isolate	L&C HB	Annual	
	system faults			
	Performance Objective: Use approved industry			
	standards to properly and safely isolate (remove			
	voltage from) a system fault.			
18.9	Task Title: Underground distribution systems,	Module #18;	Annual	
*	Fabricate load break elbow	<u>Underground</u>		
	Performance Objective: Using applicable load break	Distribution Systems		
	elbow kit instructions, properly prepare for and install			
	a load break elbow.			

	TASK #21 – LIGHTING SYSTEMS (STREET, SECURITY, RECREATIONAL)							
Task #	Task Title/Performance Objective	AF Standards/ References	Qty to Train	Student Required Frequency	QT Training Hours	UGT Training Hours		
21.1.1	Task Title: Lighting Systems (Street, Security,	AFJMAN 32-1082;		Annual				
	Recreational), Install, High Intensity Discharge (HID)	<u>Facilities</u>						
	Light Fixtures	Engineering,						
	Performance Objective: Using applicable	Electrical Exterior						
	manufactures manuals and instructions, properly	<u>Facilities</u>						
	prepare for and install a High Intensity Discharge	Mfg Manuals/Instr.						
	(HID) Light Fixture.							

21.1.2	Task Title: Lighting Systems (Street, Security,	AFJMAN 32-1082;	Annual	
	Recreational), Install, Quartz fixtures	<u>Facilities</u>		
	Performance Objective: Using applicable	Engineering,		
	manufactures manuals and instructions, properly	Electrical Exterior		
	prepare for and install a Quartz Light Fixture.	<u>Facilities</u>		
		Mfg Manuals/Instr.		
21.1.3	Task Title: Lighting Systems (Street, Security,	AFJMAN 32-1082;	Annual	
	Recreational), Install, Lighting control components	<u>Facilities</u>		
	Performance Objective: Using necessary equipment,	Engineering,		
	properly install per manufacture guidance a Central	Electrical Exterior		
	"type" lighting control (i.e. Time switch with an	<u>Facilities</u>		
	astronomical dial and Contactors controlled by a photo	Mfg Manuals/Instr.		
	cell) and a Integral "type" control (i.e. Photo cells on			
	each luminaire) on a designated lighting system.			
21.2.1	Task Title: Lighting Systems (Street, Security,	AFJMAN 32-1082;	Annual	
	Recreational), Adjust, Controls	<u>Facilities</u>		
	Performance Objective: Using applicable	Engineering,		
	manufactures manuals and instructions, properly	Electrical Exterior		
	adjust time switch, contactor, and photo cell lighting	<u>Facilities</u>		
	system controls.	Mfg Manuals/Instr.		
21.2.2	Task Title: Lighting Systems (Street, Security,	AFJMAN 32-1082;	Annual	
	Recreational), Adjust, Fixtures	<u>Facilities</u>		
	Performance Objective: Using applicable	Engineering,		
	manufactures manuals and instructions, properly	Electrical Exterior		
	adjust street, security, and recreational light fixtures.	<u>Facilities</u>		
		Mfg Manuals/Instr.		
21.3	Task Title: Lighting Systems (Street, Security,	AFJMAN 32-1082;	Annual	
	Recreational), Re-lamp lighting system	<u>Facilities</u>		
	Performance Objective: Using applicable	Engineering,		
	manufactures manuals and instructions, properly re-	Electrical Exterior		
	lamp street, security, and recreational light fixtures.	<u>Facilities</u>		
		Mfg Manuals/Instr.		

21.4	Task Title: Lighting Systems (Street, Security,	AFJMAN 32-1082;	Annual	
	Recreational), Troubleshoot lighting system	<u>Facilities</u>		
	Performance Objective: Using applicable	Engineering,		
	manufactures manuals and instructions, properly	Electrical Exterior		
	troubleshoot and repair street, security, and	<u>Facilities</u>		
	recreational lighting systems.	Mfg Manuals/Instr.		

	TASK #23 – ELECTRICAL GROUND SYSTEMS					
Task#	Task Title/Performance Objective	AF Standards/ References	Qty to Train	Student Required Frequency		
23.2.1	Task Title: Electrical ground systems, Install, Primary distribution system grounds Performance Objective: Using all necessary equipment, properly determine ground requirements and install on primary distribution systems.	AFJMAN 32-1082; Facilities Engineering, Electrical Exterior Facilities L&C HB		Annual		
23.3.2	Task Title: Electrical ground systems, Maintain, Primary distribution grounds Performance Objective: Using all necessary equipment, properly maintain the permanent grounds on a primary distribution system.	AFJMAN 32-1082; Facilities Engineering, Electrical Exterior Facilities L&C HB		Annual		
23.4.2	Task Title: Electrical ground systems, Test, Primary distribution system grounds Performance Objective: Use portable ground testing equipment or the three-point method to determine the maximum permissible resistance for grounds and grounding systems. Resistance requirements will be predicated on departmental standards, ANSI C2 requirements, or the national electric code.	AFJMAN 32-1082; Facilities Engineering, Electrical Exterior Facilities		Annual		

23.5.1	Task Title: Electrical ground systems, Troubleshoot,	<u>AFJMAN 32-1082;</u>	Annual	
	Primary distribution system grounds	<u>Facilities</u>		
	Performance Objective: Using all necessary	Engineering,		
	equipment, troubleshoot the permanent grounds on a	Electrical Exterior		
	primary distribution system.	<u>Facilities</u>		

Task #	Task Title/Performance Objective	AF Standards/ References	Qty to Train	Student Required Frequency	QT Training Hours	UGT Training Hours
25.1.1	Task Title: Tools & Equipment, Maintain, Hotline tools Performance Objective: Given appropriate hotline tools and Personal Protective Equipment (PPE), use materials such as dry tarpaulins, clean rags, hot-stick nonconductive pole cleaner, hot-stick wax, methyl ethyl kettle (MEK) or acetone, Epoxyglas Bond, and a DC hi-pot test set to inspect, maintain, and test hotline tools. Tested Hotline tools IAW American National Standards Institute/American Society for Testing Materials (ANSI or ASTM) standards.	Module #25; Tools and Equipment		Annual		
25.1.2	Task Title: Tools & Equipment, Maintain, Rubber Personal Protective Equipment (PPE) Performance Objective: Given appropriate Personal Protective Equipment (PPE), use American National Standards Institute/American Society for Testing Materials (ANSI or ASTM) standards to properly inspect, maintain, and test rubber PPE.	Module #25; Tools and Equipment		Annual		

25.1.5	Task Title: Tools & Equipment, Maintain, Reel jacks	Use agreed upon	Annual	
	Performance Objective: Use applicable manufactures	standards		
	manuals and/or agreed upon government standards to			
	inspect and maintain reel jacks.			
25.1.7	Task Title: Tools & Equipment, Maintain, Handline	Use agreed upon	Annual	
	Performance Objective: Use applicable manufactures	standards		
	manuals and/or agreed upon government standards to			
	inspect and maintain handlines.			
25.1.8	Task Title: Tools & Equipment, Maintain, Block &	Use agreed upon	Annual	
	tackle	standards		
	Performance Objective: Use applicable manufactures			
	manuals and/or agreed upon government standards to			
	inspect and maintain a block and tackle assembly.			
25.1.9	Task Title: Tools & Equipment, Maintain, Chain hoist	Use agreed upon	Annual	
	Performance Objective: Use applicable manufactures	standards		
	manuals and/or agreed upon government standards to			
25.1.10	inspect and maintain a chain hoist.) (1 1 //05 FD 1		
25.1.10	Task Title: Tools & Equipment, Maintain, Climbing	Module #25; Tools	Annual	
*	equipment	and Equipment		
	Performance Objective: Given appropriate climbing			
	equipment, use materials such as neutral soap,			
	neatsfoot oil, a gaff gauge, a file and a cleaning cloth to			
25.4	properly inspect and maintain climbing equipment.	I 0 C IID	A 1	
25.4	Task Title: Tools & Equipment, Test hotline tools	L&C HB	Annual	
	Performance Objective: Use manufactures manuals			
	and an industry approved portable hot stick tester to			
	test hot line tools.			

25.5.12	Task Title: Tools & Equipment, Use test equipment, Gas detector Performance Objective: Given various scenarios, use manufactures manuals and an industry approved gas detector to inspect confined spaces for combustible /toxic gases.	Mfg Manual/Instr.	Annual	
25.5.14	Task Title: Tools & Equipment, Use test equipment, High voltage phase tester Performance Objective: Given various distribution and transmission circuits, use the high voltage phase tester to measure varying levels of AC voltage.	Module #25; Tools and Equipment	Annual	
25.5.18	Task Title: Tools & Equipment, Use test equipment, Cable locator Performance Objective: Given various scenarios, use manufactures manuals and an industry approved cable locator to properly locate direct buried cable.	Mfg Manual/Instr.	Annual	
25.5.20	Task Title: Tools & Equipment, Use test equipment, High voltage audible indicator Performance Objective: Given various scenarios, use manufactures manuals and an industry approved high voltage audible indicator to locate direct buried cable.	Mfg Manual/Instr.	Annual	
25.6	Task Title: Tools & Equipment, Perform operator's maintenance on aerial lift truck with insulated bucket Performance Objective: Given any commercially approved aerial lift truck with an insulated bucket, use manufacture manuals & periodic maintenance standards to conduct pre, during, and post operational checks.	Module #25; Tools and Equipment	Annual	

25.7	Task Title: Tools & Equipment, Perform operator's	Module #25; Tools	Annual	
*	maintenance on line maintenance truck	and Equipment		
	Performance Objective: Given any commercially			
	approved Line maintenance truck, use manufacture			
	manuals and periodic maintenance standards to conduct			
	pre, during, and post operational checks.			
25.8	Task Title: Tools & Equipment, Operate aerial lift	Module #25; Tools	Annual	
*	truck controls	and Equipment		
	Performance Objective: Given any commercially			
	approved aerial lift truck with insulated bucket, apply			
	manufacture guidance and safety precautions to			
	transport, position, operate aloft, and reposition the			
	aerial lift truck. Operational procedures should stress			
	before and during bucket raising, working aloft, and			
	ground operations.			
25.9	Task Title: Tools & Equipment, Operate line	Module #25; Tools	Annual	
*	maintenance truck controls	and Equipment		
	Performance Objective: Given any commercially			
	approved line maintenance truck, apply manufacture			
	guidance and safety precautions to transport, position,			
	operate, and reposition the line maintenance truck.			
	Operational procedures should stress boom use, power			
	winch, and capstan use.			